This checklist can be used by a home worker to identify any possible hazards in their home working area. Once completed in can be used in a discussion with your line manager to confirm working arrangements.

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| --- | --- | --- |
| Employee name: | Employee Number: | Date Completed: |
| Employee Address: | Telephone Number: |
| Checklist Completed by: | Planned review date: |

|  |  |  |
| --- | --- | --- |
|  | Yes orNo | Comments |
| **A – Working Area** |
| 1. Do you have a defined place or room where in which you work?
 |  |  |
| 1. Is there a safe means of access to the working area?
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| 1. Is there adequate workspace in the room to work safely and is there sufficient height to stand up in?
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| 1. Is your home workplace free from tripping hazards?
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| 1. Are the floor coverings / surfaces in good condition to prevent tripping?
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| 1. Is equipment, bags, paper, files, books etc stored safely off the floor?
 |  |  |
| 1. Is equipment positioned safely so that no cables are left hanging that could lead to the equipment being pulled over?
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| **B – Environment** |
| 1. Is heating available to maintain an adequate working temperature in the winter?
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| 1. Are blinds/ curtains available to prevent glare on computer screens?
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| 1. Is there adequate ventilation in the work area?
 |  |  |
| 1. Is adequate lighting provided which may be a combination of natural lighting, task lighting and general room lighting?
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| **C – Display Screen Equipment (DSE)** |
| 1. Have you read ACC’s DSE policies and procedures
 |  |  |
| 1. Have you completed the display screen equipment assessment for your home workstation and completed the OIL training course – ‘Working safely with computers’?
 |  |  |
| 1. Has a trained DSE assessor reviewed your assessment and taken or recommended any remedial action(s)?
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| 1. Have you an external mouse and keyboard for your laptop?
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| 1. Are you taking short but frequent breaks away from your work?
 |  |  |
| **D- Emergency Actions** |
| 1. Have you access to basic first aid provisions?
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| 1. Do you know what to do in an emergency? Have you worked out a fire drill so you and anyone else in the house know what to do and where to go in case of a fire?
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| 1. Have you a smoke detector/s fitted?
 |  |  |
| 1. Are you familiar with ACC’s procedures for accident and incident reporting?
 |  |  |
| **E - Electrical Safety** |
| 1. Has ACC-owned portable electrical equipment been PAT tested?
 |  |  |
| 1. Do you carry out frequent visual checks on plugs, wiring and casings of electrical equipment?
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| **F – Lone Working/Security** |
| 1. Has a procedure been agreed with your line manager on how to maintain contact throughout the day?
 |  |  |
| 1. Aware that your home should not be used for meetings with clients or colleagues? Meetings should be held in city council accommodation unless meeting with a client at their place of work.
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| **G – ICT Procedures** |
| 1. Have you completed the OIL training course ‘For your eyes only’?
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| 1. Are you familiar with ACC’s ICT procedures?
 |  |  |
| 1. Are you able to store ACC supplied equipment in a secure location when not in use?
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